

**Request to Retire Personal Property – Form****Property Management Retirement Criteria**

- | | | |
|---|---|--|
| <input type="checkbox"/> Abandonment | <input type="checkbox"/> Incorporated – Larger System | <input type="checkbox"/> Return to Vendor |
| <input type="checkbox"/> Asset Created in Error | <input type="checkbox"/> Inventory Loss * | <input type="checkbox"/> Return Property of Others |
| <input type="checkbox"/> Cannibalized | <input type="checkbox"/> Lost * | <input type="checkbox"/> Stolen * |
| <input type="checkbox"/> Destroyed | <input type="checkbox"/> No Longer Controlled | <input type="checkbox"/> Trade-in |
| <input type="checkbox"/> Foreign Donation | <input type="checkbox"/> Related Real Property | <input type="checkbox"/> Transfer |

Excess Retirement Criteria

- | | | |
|---|--|--|
| <input type="checkbox"/> Bid Lot Sale | <input type="checkbox"/> Excess Redeploy | <input type="checkbox"/> Scrap |
| <input type="checkbox"/> Computers for Learning | <input type="checkbox"/> Online Sale | <input type="checkbox"/> Universal Waste |
| <input type="checkbox"/> ERLE Grant | <input type="checkbox"/> Personal Sale | |

Waste Management Retirement Criteria

- ☐ Hazardous Waste

(Check the appropriate Box – one must be checked)

Submitted By: Date:

- ☐ Property Number Property Number
- ☐ See Attached List

Justification for Retirement: (Include)

- personnel involved, actions taken (dates and locations examined)

Attach a copy of the following if applicable:

- all supporting documentation – shipping document, memos, e-mail, return to vendor form, trade-in form, etc

Justification for Retirement:

* Inventory Loss, Lost and Stolen will be reviewed by Contract Assurance, LBL Security and BSO

Property Custodian/
Requester/Date

Supervisor or Business Manager
/Date

Division Director/Date
Required Only for lost or stolen
laptops

Property Manager/Date

Warehouse Lead/Date



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**AMS FINAL EVENTS
Classifications and Areas of Responsibility
February 9, 2009**

FINAL EVENT TYPE	APPLICATION
Property Management Retirement Criteria	
Abandonment of Property	Assets may be considered for abandonment when it is determined that property off-site, in a domestic location has no commercial value, or the value of the asset is so low that the cost of its care and handling would exceed the estimated proceeds from its sale.
Asset Created in Error	Corrects an error made when the asset was initially created and entered into the property database.
Cannibalized	Damaged or inoperable assets may be, with advance approval, taken apart and parts salvaged for use as components for other active assets.
Destroyed	Damaged beyond economical repair.
Incorporated into Larger System	When an individual asset loses its unique identity by virtue of becoming part of a larger assembly.
Inventory Loss	Assets that are not located during an official inventory campaign.
Lost	Used to retire assets that are not part of an inventory campaign but documentation verifies that the asset cannot be located.
No Longer Controlled	The asset no longer meets Department Of Energy bar code requirements.
Related Real Property	Assets that are affixed to or become an integral part of real property and are related to, designed for, or specially adapted to the functional or productive capacity of the real property.
Return Property of Others	Returning property that has been utilized managed and under inventory control at the Laboratory but not owned by the Laboratory.
Returned to Vendor	Assets returned to the vendor for either credit and/or replacement.
Stolen	Assets reported stolen to a Law Enforcement organization may be retired.
Trade-In	Assets turned over to a vendor to obtain a reduction in the list price to purchase a similar or "like" asset.
Transfer	Primarily used for non-reconciling Transfers of assets between DOE M&O contractors.
Excess Retirement Criteria---Reserved for Warehouse Excess/Surplus Staff	
Bid Lot Sale	Assets sold either individually or as a lot to the highest bidder.
Computers for Learning	Computers and related peripheral equipment donated to eligible school and non-profit organizations in accordance with Executive Orders.
Donation	The gifting of qualified property, after screening, to educational and non-profit organizations in accordance with one of several Executive Orders.
ERLE Grant	Property granted to colleges, universities and other non profit educational institutions of higher learning in the US.

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Excess Redeploy	Assets that have been declared excess and then picked up during the screening process for reuse.
On Line Sale	Assets sold through one of several web based sales applications such as Bid 4 Assets.
Personal Sale	Property sold to an employee.
Scrap Sale	Property whose only value is attributable to its material content.
Universal Waste	Property that contains mercury, lead, cadmium, copper, and other substances. Examples, computers, monitors, electronic devices.
Waste Management Criteria ---Reserved for Waste Management Group	
Hazardous Waste	Personal property that is ignitable, explosive, corrosive, reactive or toxic.

**Request to Retire Personal Property – Form****Completing the
Request to Retire Property Form**

The Request to Retire Property Form is used to request and document removal of a controlled asset from active to retired status in Sunflower. Such action terminates further responsibility for the asset with the assigned custodian and steward. All retirement actions must be thoroughly and objectively documented. The form is initiated by the individual requesting an asset be retired based on one of thirteen available final events. If the request is being initiated in a Division the Custodian and Custodian's supervisor must sign and date the form. In the case of a laptop computer that was lost, stolen or Inventory loss the form must be signed off by the Division Director. It is the responsibility of the Division Property Representative to initiate the Request for Retirement form in a timely manner once sufficient knowledge exists that such a request is warranted. If the request is being made after an asset has been declared excess the Warehouse (Excess/Disposal) staff initiates the form and the Warehouse supervisors signs it and forwards it to Property Management. If the form is requesting the retirement of hazardous property the form is initiated by the Waste Management Group and signed and submitted by the Waste Management Supervisor.

1. Select one of the 15 events displayed as the basis for requesting a retirement action.
2. Provide the barcode number and all available supporting documentation.
3. In the section, **Justification for Retirement**, provide factual, objective data that supports the request, including
 - A detailed description of the circumstances involved, and any supporting documentation (e.g., third party e-mails);
 - A thorough description of the search that was conducted for a lost asset and a statement as to whether continued searching is cost effective or not;
 - Key names, dates and locations.
4. Attach a copy of the Inventory Asset Summary and History Report from Sunflower.
5. Submit the form and Report to Property Management, 76L-0108.

Upon receipt of the Request to Retire Property form, the Property Management office will review it. The form will be returned to the Property Representative if it is not filled out completely. If the request is approved the Property Representative and Requester will be notified by email and the asset will be retired from the Asset Management System (Sunflower); removing it from the steward's population of controlled assets. If the request is denied the Request to Retire Property form will be returned to the Property Representative, along with the rationale for denying the request.

A copy of all approved Property Asset Retirement forms will be provided to Property Accounting. A copy of all approved retirements resulting from assets as lost, inventory loss and stolen are provided to the Security Office.